

Museums

ELIGIBILITY APPLICATION REQUIREMENTS

INSTRUCTIONS ON FILLING OUT THE FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Director or Equivalent on each of the six (6) pages.**
2. On a **separate page**; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
 - Size and description of physical facilities, physical addresses for each.
 - Types of objects exhibited.
 - Schedule in which the facility is open to the public.
 - Admission fees.
 - Means used to advertise the museum for public patronage.
 - Community and population served by the applicant.
 - Any additional information you wish to provide**(Required with Application)**
3. Provide the RNO (Race and National Origin) profile of your service area
Census Data which can be found at this web site:
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
Community Facts: you must enter your county information in the search box; then click GO
Once on your county page go to:
2017 American Community Survey
Click on: Demographic and Housing Estimates
(Required with Application)
4. Sources of Funding
On Separated Page provide a Summary of Current Budget
Which Includes:
The sources of Income (And ways the museum receiving funding)
Operating Expense
(Required with Application)
5. Kansas Statutes on Museums
Which can be found at this web site: http://www.kslegislature.org/li/b2019_20/statute/
6. **Provide a copy of:**
 - The Roster of full-time staff members and their qualifications, titles, positions, and general duties
 - The Museum's membership in, affiliation with, or other recognition by a local, state, regional, or national museum organization.
 - Non-Profit Museums must provide a copy of the Museum's 501c3
 - Copy of Articles of Incorporation, By-Laws, and Charter
 - Brochures, catalogs, newsletters, etc. describing museum's programs and services.

All pages must be signed by Director or Equivalent

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351
Monday – Friday 8 AM to 4:30 PM

• E-mail: fedsurplus@ks.gov • Fax (785) 296-4060

• Mail: Federal Surplus Property 2830 SW Kanza Drive Topeka, Kansas 66606 ATTN: ELIGIBILITY